



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
Phone: 617.466.4170 · Fax: 617.466.4175

COMMUNITY DEVELOPMENT FELLOW

Housing & Community Development

Part-Time Temporary (up to 19 hours/week)

Salary Range: \$20.00 - \$22.00/Hour

The City of Chelsea, through its Department of Housing and Community Development, is seeking candidates for the position of Community Development Fellow. The Department's Community Development practice is focused on creating a resilient economic base, overseeing robust neighborhood investments that promote livability and quality of life, and stemming displacement, while centering racial, economic, and environmental equity.

The community development goals of the Department include, but are not limited to:

- Promoting a thriving downtown core, anchored by multicultural small businesses, sustainably designed neighborhood infrastructure, and enlivened by a mix of uses;
- Fostering social resilience through civic infrastructure, multicultural civic engagement, and multi-format communications;
- Building economic vitality, mobility, and self-sufficiency by embracing local, cultural, and economic assets;
- Preserving, producing, and rehabilitating sustainably designed affordable housing options for a variety of household types, including housing designed to be accessible for residents with physical, sensory, and mental health needs;
- Broadening open space networks and expanding the system of green spaces, while retrofitting parks and playgrounds for users with a range of abilities, interests, and needs;
- Addressing impediments to equitable prosperity for residents, small businesses, and entrepreneurs, such as digital access, educational attainment, food insecurity, housing and economic instability, and childcare;
- Promoting accessible, sustainable, and affordable mobility options;
- Coordinating real estate market activity to advance the responsible development, in a manner that doesn't contribute to displacement and gentrification;
- Building capacity in the community and providing space in positions of power for BIPOC, LGBTQ+, women, and other historically marginalized populations;
- Overseeing research and policy analysis to inform City planning, policy, and decision making;

DUTIES AND RESPONSIBILITIES

The selected candidate will support an exciting mix of community development projects through an array of duties. Duties may include, but are not limited to:

- Conduct research, including data collection, processing, and analysis, spatial analysis, and GIS mapping, utilizing publicly available sources of data, and prepare reports, dashboards, and visualizations, such as infographics, maps, and charts;
- Conduct research on real estate market activity and develop a tool to automate data collection, processing, and visualization;
- Assist with the implementation of the City's Broadway Corridor economic development initiative and related housing development projects;

- In consultation with the City's Communications and Community Engagement Manager, assist with culturally competent civic engagement campaigns;
- Assist with the design and implementation of community development initiatives that address racial and economic disparities;

The Community Development Fellow will gain an understanding of the full range of urban community and economic development and housing programs offered by the City, as well as tools, techniques, and strategies employed.

MINIMUM REQUIREMENTS

- Current student pursuing a degree in Public Policy, GIS, Data Science, Urban Planning, or a related field. Graduate students are strongly encouraged to apply.
- Interest in urban planning, urban policy, civic engagement, and economic development;
- Prior academic and/or professional experience with urban or regional planning theory, tools, and techniques preferred, but not required;
- Commitment to supporting the City's community development goals and carrying out work in a culturally competent manner;
- Willingness to travel locally in Chelsea and work occasional evenings or weekends for work-related events, including public meetings and events;
- Ability to effectively communicate with the public, one-on-one, and in interdisciplinary groups;
- Ability to work well with individuals and groups from diverse backgrounds;
- Demonstrated proficiency in Excel, Word, and related Google drive applications. Proficiency with Adobe Creative Suite (Illustrator, Photoshop, InDesign) preferred to design and edit marketing materials;
- Demonstrated proficiency with data collection tools and systems, as well as GIS for spatial analysis and mapping; and
- Bilingual (English and Spanish) preferred

WORK ENVIRONMENT

Standard office environment. This position is based in Chelsea City Hall with the possibility of some remote work. Fluorescent lighting and air conditioning. Moderate noise level. Occasionally, tasks may be performed in outdoor settings, such as the central business district and residential neighborhoods.

PHYSICAL DEMANDS

Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. May require minimal lifting of up to 10 pounds. Work involves travel to and through the City to project locations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

DURATION

The Department intends to hire the Fellow for a period commencing in late Spring and ending when school resumes in September, with the opportunity to extend, depending upon budget availability

Please send a City of Chelsea application and resume to the Human Resources Dept., City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer